

# RULES WE LIVE BY

## SEVENTH EDITION (Reprint)

**January 2014**

The Rules We Live By were originally established by the Board of Directors on November 15, 1972 and were revised on:

February 8, 1975,  
December 11, 1982,  
October, 1987,  
April 20, 1991  
April 13, 2000

This revision was approved by the Board of Directors on November 22, 2013.

### Ocean Riviera Contact Information

Office	954-565-1631
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Security	954-564-0096
Email	<a href="mailto:oceanriviera@comcast.net">oceanriviera@comcast.net</a>

### EMERGENCY:

Police, Fire & Ambulance 911

Channel 92 will post "Mail" sign when delivered and other pertinent notices.

## **PREFACE**

The Rules We Live By has been prepared to make living in our condominium homes pleasant and comfortable. Each of us has certain rights but also certain obligations to other owners and/or residents. The following Rules do not supersede the Condominium Documents or any other legal obligation of the owners of the Ocean Riviera.

The Rules and Regulations are authorized by the Declaration of Condominium, Article XII, (page 6) and Article XIV, (page 7), Articles of Incorporation, Article III, Paragraph 2(a) (page 2) and Paragraph 2(e), (page 3); and in the By-Laws, Article 4, Paragraph J (iv) (page 7).

Violations of these Rules by owners and guests will not be tolerated. Violations will be called to the attention of the violating person by the Building Manager and/or Security staff and, if necessary, the Manager will inform the Board of Directors. Disagreements concerning violations will be presented to and judged by the Board for proper action. The Building Manager should be informed of noticed violations and not the Board of Directors. If the Manager is unable to correct the violation, the Board may assist in making the necessary corrections. The names of those making complaints will not normally be disclosed to those about whom the complaint is made.

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## OCCUPANCY

The number of persons permitted to occupy an apartment is as follows:

- 2 Persons in a one-bedroom apartment
- 4 Persons in a two-bedroom apartment
- 6 persons in a three-bedroom apartment

Occasionally, two overnight guests will be permitted for limited periods over and above the levels listed above, but for no more than a total of 14 days in a month and/or a total of 45 days in a calendar year.

### RESIDENTS CHECK-IN AND CHECK-OUT

All residents must notify the Security Desk of your departure for long or short absences and immediately upon your return.

### GUESTS OF THOSE IN RESIDENCE

Owners or Lessee in residents may entertain Guests overnight or longer, observing the occupancy levels listed. Residents must register their Guests at the Security Desk at which time Rules for Guests will be provided. Acknowledgment of receiving Rules requires a signature by the Guest. Owners and Host Residents shall be responsible for any violations of the Rules by any of their guests. Residents shall be responsible for furnishing keys and fob to Guests.

### GUESTS OF OWNERS NOT IN RESIDENCE

Owners may designate first degree blood relatives of his or her immediate families as Guest Occupants. "Immediate Family" is defined as Owners parents, adult brothers or sisters, adult sons or daughters only; any of whom may be accompanied by their respective spouses and/or minor children. Occupancy levels must be observed.

Owners may designate persons other than family members as Guest Occupants only once in any six month period. In no event shall Guest Occupants remain in an apartment for a period exceeding 30 days. Occupancy levels must be observed.

If an Owner desires to have Guest Occupants, it will be the responsibility of the Owner to provide written notice to the Manager 48 hours in advance. Names, relationship, ages of children and length of planned stay of the Guests must be registered with the Manager. All guests must observe the occupancy levels.

**Rules We Live By** will be given to all Guests by Security upon registration, who will acknowledge receipt by signature.

No overnight guests are allowed when the Lessee is not in residence.

**CHILDREN**

Children, age 12 and under must be accompanied by an adult at all times.

**PETS**

NO PETS ALLOWED.

**DAMAGE RESPONSIBILITY**

Owners, Lessees and Guests shall not damage, destroy or deface any part of the building, equipment or furnishings. If any of these acts are committed the Owner/Lessee shall be responsible for the cost to restore or replace area affected.

**APARTMENT SECURITY AND PROCEDURES**

**RIGHT OF ENTRY**

A key to each apartment lock is to be provided to the Manager for the purpose of monthly exterminating and emergency entry. Residents who fail to provide keys to their apartment assume full responsibility and liability for resulting injuries, loss of life and/or property damage and losses. The Association and Board of Directors will not be responsible for damage resulting from forced entry when a key has not been provided to the Manager. It is the owner's responsibility to provide a new key to the Manager should the Owner change locks. Keys held by Manager are not to be loaned out to any other persons.

**SECURITY PROCEDURES**

Visitors must identify themselves at the Security Desk and be announced before being admitted to the elevator. For a sizable group of visitors, a list of names should be given to the Security Desk.

The telephone at the Security Desk may not be used for personal calls and conversation with the Security Desk should be kept at a minimum.

Security Personnel cannot leave their post to perform services for residents.

Security Personnel have the responsibility and authority to enforce the Rules We Live By.

**KEY POLICY**

Owners must furnish a Lessee or a Guest Occupant with a key to their apartment. No keys will be given out by members of the Riviera Staff.

It is strictly prohibited to furnish key fobs to contractors and/or service personnel.

Apartment keys may be left at the Security Desk for a period not to exceed 48 hours under the following conditions:

1. Key is placed in an envelope
2. Party or service company shall be written on the outside of the envelope
3. Envelope must be signed by person authorizing entry.
4. The time and date the key is left at the Security Desk must be noted on the envelope.

If the key is not picked up at the expiration of the 48 hour period, it will be placed in the lock box until it is released to the owner.

The Ocean Riviera Association, Inc. shall not be responsible for such authorized entry.

### **SERVICE PERSONNEL AND CONTRACTORS**

All service personnel entering the building must be cleared through Security, signed in and out and be announced to the resident. Service personnel and delivery people are required to use the North side entrance and service elevator.

When moving in or out of an apartment, a \$500 deposit must be provided to the Business Office made payable to the Ocean Riviera Association. Providing there is no damage to the common areas the deposit will be returned.

Work hours are Monday through Friday except for legal holidays, 8:30 A.M to 5:00 P.M.

### **WORK ORDERS**

Request for the Maintenance Department to make minor repairs in the apartment can be made at the Business Office. Charges are \$20.00 for first half hour and \$40.00 per hour, plus parts.

### **TRASH ROOM AND CHUTE**

All garbage must be securely tied in plastic bags suitable for the trash chute door. The trash chute may be used between the hours of 8 A.M. and 10 P.M. **Only** newspapers and magazines shall be placed on the shelf and large boxes or containers are to be taken to the garage trash area. Do not carry wet, dripping bags down the corridor. The recycle bin is for rinsed glass, cans and plastic.

### **BALCONIES**

The balcony of your unit is considered a communal area and is visible to neighbors from floors above. Please try to keep it organized and clean. If something (such as walls, floors, doors, railings and ceilings) needs repair or painting, promptly notify the Administration Office. Washing is permitted during rain storms but detergent is prohibited.

Only outdoor furniture is allowed. Awnings, projections, screenings or enclosures of the balcony is not permitted. Umbrellas are not allowed and it is not permissible to drape or hang anything over the sides or railings. No shaking of rugs, mops, table cloths etc., is permitted. Do not throw things (especially cigarette butts) from the balcony; dispose of them properly making sure butts have been extinguished before disposing. Bird feeders are strictly prohibited. BBQs of any kind are prohibited because they

present a danger to the building. Seasonal decorations are permitted providing they are Fire Code Approved.

Balcony furnishings must be removed during extended absences, especially during Hurricane Season (June 1 through November 30). Should Maintenance be required to remove balcony furnishings, there will be a charge to Owners/Lessee.

### **ROOF AREA**

The Roof Area is restricted to use by essential building service personnel only.

### **SAFETY PRECAUTIONS**

On each floor you will find three fire alarm stations, three fire extinguisher units and three stairwell exits. Please be familiar with the locations and use of all these safety measures.

The following "DO'S AND DON'T" applies in the event of a fire.

#### **IF YOU DISCOVER A FIRE IN YOUR APARTMENT:**

- IMMEDIATELY CALL THE FIRE DEPARTMENT (DIAL 911). Tell the dispatcher your building name, complete address, your floor and apartment number. Notify the Security Desk **(954)564-0096**.
- WITHOUT FURTHER DELAY, LEAVE YOUR APARTMENT. Be sure to close the door behind you, leaving it unlocked. This will prevent the possible spread of heat and smoke in the corridor.
- REMEMBER TO ALERT THE OTHER OCCUPANTS ON YOUR FLOOR. Pull the nearest fire alarm box immediately. It is vitally important that your neighbors be given as early a warning as possible, especially at night.
- USE THE NEAREST EXIT STAIRWAY TO LEAVE THE FLOOR. Be sure to close the stairway door behind you. Once in the stairway, you are in a safe area and you may take your time **descending**.
- DO NOT ATTEMPT TO USE ELEVATORS. They may already be out of service, malfunctioning or not readily available. In addition, the Fire Department will need to use all operable elevators in order to gain quick access to the fire areas.

### **FIRE SAFETY**

*WHEN YOU HEAR THE FIRE ALARM:* Listen for instructions over the public address system and turn on TV to channel 92. Do not call the front Security Desk as we must keep the Security phone line open. If you are instructed to leave the building, use the nearest stairwell to exit, do not use the elevators. Leave the property. Do not return to the property until you are instructed to do so.

*RESIDENTS ON THE "NEED ASSISTANCE IN AN EMERGENCY" LIST:* If you are instructed to leave the building, go to the nearest stairwell and wait for assistance from the Fire Department.



### THINGS TO AVOID

- DO NOT USE THE ELEVATORS UNDER ANY CIRCUMSTANCES in the event of a fire. The elevators must be available to the Fire Department.
- DON'T ASSUME SOMEONE ELSE HAS ALREADY CALLED THE FIRE DEPARTMENT. They cannot respond to assist you if they are not notified promptly.
- DON'T ATTEMPT TO REMOVE YOUR CAR FROM ITS PARKING SPACE, especially from the underground garage. This will only cause traffic congestion and hamper the efforts of the Fire Department to reach the building.
- DON'T SHOUT FIRE. Use the fire alarm system to notify other occupants of the building.
- DON'T RE-ENTER THE BUILDING UNTIL PERMITTED TO DO SO BY THE FIRE DEPARTMENT.

### IMPORTANT POINTS TO REMEMBER:

- KNOW HOW TO CALL THE FIRE DEPARTMENT
- Call 911 IMMEDIATELY. A few seconds may make the difference between a minor loss and a major fire.
- KNOW THE LOCATION OF ALL EXIT STAIRWAYS. They are located at the ends of the corridors and adjacent to the elevators. They are marked with a standard EXIT sign.
- KNOW HOW TO REACH TWO SEPARATE EXITS. Don't plan on only one escape route as egress may be blocked with fire or heavy smoke.
- KNOW THE LOCATION OF THE NEAREST FIRE ALARM BOX. They are located near the stairwell exits. Know the location well enough that you can find them in the dark. These alarm systems are for local notification only and DO NOT notify the Fire Department automatically.

### STORMS AND HURRICANES

Detailed instructions of "WHAT TO DO IN THE EVENT OF A HURRICANE" may be obtained from the Manager's office. Some primary things to do are as follows:

- Remove all moveable objects from balconies. Close shutters if you have them.
- Fill the bathtub with clean water and other containers with drinking water.
- Have a flashlight with spare batteries available.
- Have enough "ready to eat" food for several days and have a hand operated can opener.
- Be sure all windows are closed. If water should come in soak up immediately with towels.
- Have a battery operated radio available for weather and news reports.

Do not go outside even though there may be a lull. This may be only temporary.

The auxiliary generator can provide power for the use of one elevator and some corridor lighting. HOWEVER, the generator will be shut off if water enters the garage and then there will be no electricity or lightning. **The building is in an evacuation area. The Police Dept. may order all residents to leave the area. Remain calm.**

### COMMON AREAS AND FACILITIES

Casual attire must be worn in the lobby, lounge rooms and mail room. Shirts must be worn at all times as well as foot ware. Persons wearing bathing attire must use the service elevator.

### **RECEIVING PACKAGES**

Goods and packages can be received through Lobby Security. Large cartons, crates and furniture requiring the use of wheeled devices must be moved directly to apartment. The Riviera staff is not expected to carry or deliver packages, luggage or furniture etc.

Without exception, the Security Desk is to announce and/or clear delivery to apartment before admitting delivery personnel to service elevator.

### **OBSTRUCTIONS**

Common areas must not be obstructed in any manner. Seasonal decorations may be placed at the apartment door area and balconies providing they comply with Fire Department Regulations.

### **CORRIDORS, STAIRCASE, METER ROOM, STORAGE ROOM, AIR CONDITIONING CLOSET**

Apartment corridor doors must not be left open as it interferes with the hall air conditioning and is against Fire Department Regulations. All fire doors, stairwell doors and exit doors must remain closed at all times.

The hall closet housing the air conditioning unit and hot water heater must be accessible at all times and clear of any stored items.

No items of any kind shall be placed or stored in the corridors, staircase landings, and meter room or storage room floors.

Flammable/Explosive Materials: paint thinners, gasoline, cleaning fluids or aerosols MUST NOT be stored in the storage rooms and/ or units, air conditioning closet or common areas. Residents will be charged for removal of any dangerous materials

### **SMOKING**

Smoking is not allowed in indoor common areas; lobby, corridors, elevators, stairways and garage. Disposal of smoking materials in appropriate containers is mandatory. Under no circumstances will smoking materials thrown from balconies or disposed of on common grounds, driveway decks, pool area, upper deck or beach be tolerated. 0 Receptacles have been placed at various locations around the building for your convenience.

### **LOBBY AND ELEVATORS**

No food or beverage may be consumed in the lobby or elevators. Only closed containers of food or beverage are allowed. Shirts and shoes must be worn at all times.

### **WHEELED CONVEYANCES**

Persons using grocery carts, wardrobe carts, carriers, wheeled luggage, furniture dollies, laundry carts etc., must use the North Side Lobby and/or garage entrance. The service elevator must be used at all times. All building carts and conveyances must be returned to the designated area in the garage immediately after use. **Under no circumstances should shopping carts be left in hallways, elevator, trash room, laundry room or garage foyer.** RETURN CARTS TO PROPER LOCATION!

### **GYM**

Owners must sign an "Exercise Room Waiver" prior to use of equipment. The Ocean Riviera Association will not be held responsible for any injury or liability. It is the responsibility of the owner/guest to have knowledge of the exercise equipment prior to use. The "Waiver" can be obtained at the Security Desk.

### **TERRACE ROOM AND LIBRARY**

The Terrace Room and Library are for the sole use of all Residents and their Guests. The Terrace Room may be reserved for a private party. Rates and Agreement may be obtained in the Office.

### **LAUNDRY ROOM**

The Service Elevator must be used when transporting laundry. Shopping carts may be used to transport laundry provided they are returned between cycles. Instructions for Washer/Dryers are posted and must be observed by all users. Care should be taken when transporting detergent and bleach and Owners/Lessees will be responsible for the cost to repair carpeting if damaged. **It** is important to clean dryer vents after use. Laundry Vending Cards may be obtained in the Office and can be reloaded with monies by using the Vending Card machine in the Laundry Room

### **NOISE**

Please be considerate of your neighbors especially when TV or music is played. Earphones should be used at beach, pool and patio area.

### **BEACH**

The Beach area East of the Ocean Riviera Association bulkhead and West of the mean high water line is part of the Condominium property and as such falls under the control of the Association. Riviera personnel have the authority to enforce the Beach Rules.

Chairs and lounges located around the pool/patio area may not be taken to the beach.

Reserving chairs and lounges (by placing personal items or towels on them) is not allowed and after 30 minutes of non- use or persons not present in the immediate area, items may be removed and used by others. These guidelines will be enforced during high volume visitor days and we ask that consideration

be given to the amount of chairs and lounges an apartment uses.

Towels must be used on lounges. WE DISCOURAGE FEEDING OF THE BIRDS AND FISH AT THE BEACH -- THEY ALL HAVE THEIR NATURAL FEEDING HABITAT.

**CHAIRS AND CHAISES MUST NOT BE TAKEN INTO THE WATER.**

**CHAIRS AND CHAISES MUST BE RETURNED** to cabana area after use. It is not the responsibility of Maintenance and/or Security to retrieve chairs and lounges.

Sand and tar are to be removed from feet when leaving the beach.

Food and beverage must be in unbreakable containers and all litter properly disposed of.

Ball play or activities that involve throwing objects is to be done with care.

Boats may not be left on the beach.

Fishing is

discouraged between 9:00 a.m. - 6:00 p.m. as it is dangerous to nearby swimmers. Under no circumstances should fish be cleaned/gutted on the beach.

**BEACH AND POOL PARTY**

It is our hope that everyone enjoys their home and the amenities that living at the Ocean Riviera affords. We also hope and expect that members of our community respect the rights of others when living in a condominium community. To help ensure this end, we have developed these guidelines to follow when having Guests at the beach. Please review and enjoy!

1. Residents wishing to entertain guests on the beach must provide Security with a list of all guests no later than 72 hours in advance of the event. The list must contain the total number of guests and their names.
2. Residents must provide written documentation to Security with the time for the event not to exceed 6 hours.
3. Resident Host must be present on the beach accompanying Guests during the event at all times.
4. Security will post a notice stating that a Private Party is being held on the North Beach and help direct Guests to the Ramp to join their Host and other Guests.
5. Guest parking will be available across the street in the public area and is not permitted on the deck so as not to inconvenience Residents.
6. Maximum number of guests permitted is 25, including children.
7. Party activity is to be held on the North beach area only. Guests are not permitted to gather on the South beach area in front of the pool or beach entrance.
8. Cabana use is limited to 3. There are 2 chaise lounges per cabana. Additional seating is available, but it is mandatory that Guests bring beach chairs so as not to monopolize seating for Residents.
9. Maintenance Staff will provide additional trash containers to allow for greater ease in clean up after the party.
10. Residents are responsible for beach cleanup and any damage that might occur during the event to Association property, restoring the beach area to its original condition prior to the event.
11. A deposit will be required when reserving the beach for any party or event. The deposit will be returned provided no damage has occurred and the beach area has been appropriately

maintained. In the event that damage occurs. The estimated amount for repair or replacement will be discounted from the resident's deposit.

### **CABANAS**

Reserving cabanas (by placing items, towels etc.) is not allowed. If after 30 minutes persons are not in immediate area, items may be removed and used by others.

Towels must be used on lounges. **Lounges removed from cabanas must be returned after use.**

### **POOL**

Observing the Pool Rules is mandatory by every Owner, Lessee and Guest.

Pool hours are 7 A.M. to 10 P.M.

A shower is required before entering pool to remove sand and excessive oil and lotion.

No baby diapers are allowed and only "Swimmies" may be worn by children.

Towels must be placed on lounges for persons using oils and lotions.

No food is allowed at pool area and only plastic beverage bottles may be used. Glass containers are not permitted in the pool area.

Riviera Personnel has the authority to enforce posted Pool Rules.

Furniture must not be removed from pool area.

### **UPPER DECK AND BBQ**

Food and beverage may be enjoyed on the Upper Deck providing unbreakable containers are used.

Litter must be placed in containers provided.

Deck furniture must not be removed from area.

BBQ use is on a "first come, first serve" basis. Instructions must be read before use. Please be considerate and clean BBQ and area after use.

### **PARKING AND TRAFFIC**

All vehicles of Owners and Lessees are required to have the Riviera identification sticker which may be obtained from Security. Identification stickers are to be affixed to the lower left of the rear windshield which recognizes the vehicle as belonging to a member of our community. Vehicles must be parked "head-in" within the proper parking lane markings. Parking is limited to Owners, Lessees, authorized guests and employees. No one has the authority to rent or loan any parking space to anyone who does not live at the Ocean Riviera. Parking shall be limited to passenger vehicles only and shall not exceed the space so allotted. Parking recreational vehicles on the property is prohibited. All guest vehicles must obtain a temporary parking permit from Security and place on the driver's side front dash board. For the safety of all, drivers are to move through all parking and driving areas at 5 mph. The Association may post regulations relative to movement and parking of vehicles entering and leaving the premises. Disregarding these regulations or parking in unauthorized spaces or areas may subject vehicles to be towed away at the vehicle owner's expense. The Association and/or its employees will not be responsible for loss or damage to vehicles.

**MOTORCYCLES ARE NOT ALLOWED ANYWHERE ON THE PREMISES.**

## **GARAGE**

Parking automobiles in the garage is limited to owned or leased spaces. Only registered vehicles may be garaged in owned or leased spaces. Personal property may not be stored in front of or around vehicles. After 30 day notice for removal, items will be disposed of and vehicles will be towed.

## **BICYCLES**

Riviera Identification Tags should be on all bicycles parked in the racks provided in the garage. Only bicycles in riding condition will be allowed. It is the owner's responsibility to lock their bike. In the event of theft or vandalism, the Association will not be responsible or liable. Bicycles are not to be taken into elevators or taken into apartments except for storage during extended periods of owner absences.

## **APARTMENT ALTERATIONS AND MODIFICATIONS**

**EXTERIOR ALTERATIONS:** No changes affecting the outside of the building by way of additions, painting, alterations, installed decorations, window covering or coating are allowed without written consent of the Board of Directors. All changes facing common areas must also obtain approval of the Board of Directors.

**INTERIOR ALTERATIONS:** Alterations or modifications involving relocation, replacement or permanent removal of walls, partitions, appliances, plumbing, electrical wiring or conduits, ductwork or any related facilities must be approved by the Board of Directors and permits obtained from the City of Fort Lauderdale before proceeding. Soundproofing material must be installed under any new flooring. See the Manager for required specifications. Any damage that may be caused in apartments by owner, lessee or guests will be the responsibility of the unit owner for all necessary repairs.

## **PRODECURES FOR LEASING AND SELLING**

The Board of Directors have established the following procedures for the leasing and selling of apartments in the Riviera, which are in compliance with Article XXVI of the Declaration of Condominium. Forms are available from the office to assist in providing the documents required for those transactions.

**INITIAL NOTICE:** In the event of an intended sale or lease, the Owner shall present to the Manager a signed statement of Intent to Sell or Lease.

**APPROVAL REQUIREMENTS FOR A LEASE OF AN APARTMENT:** Owners may not lease apartment for a period of one year from date of purchase. A lease of an apartment in the Ocean Riviera Condominium

shall be a written "Standard Form of Lease", (available at Business Office), which contains all the terms and conditions of the lease agreement. The lease shall be for a period of not less than four months (4) and not more than twelve (12) months. An apartment can be leased only once in any 12 month period. If the Lessee vacated the apartment before the termination of the lease date, the apartment must remain vacant for the balance of the term of the lease or at least a period equivalent to a 4-month lease. Options for renewal of leases are subject to re-approval approximately thirty (30) days prior to the date of the renewal. Apartment leases will not be approved if the Owner has any unpaid Association maintenance or special assessment fees. After approval, a copy of the signed lease must be filed with the Manager for the Association's record.

**APPROVAL REQUIREMENT FOR A SALE OF AN APARTMENT:** All applications for approval of the sale of an apartment in the Ocean Riviera Condominium, except transfer of ownership from one spouse to another, must be submitted to the Board of Directors. The Board shall determine and require that the intended use of the apartment be limited to single family residential use. Sales of Partnerships, Corporations or Joint Ventures of any type will not be allowed.

**ACCEPTANCE OF AN OFFER OF SALE OR LEASE:** On acceptance by an Owner of an offer of sale or lease, the owner shall present the following papers to the Manager.

1. An application form signed by the proposed Purchaser or Lessee.
2. An executed copy of the Bona Fide Offer for sale or lease. (A Bona Fide Offer is defined in Article XXVI of the Declaration of Condominium as one containing in writing all of the terms and conditions of the sale or lease: and in case of purchase, accompanied by earnest money of at least 10% of the purchase price).
3. A signed "No Pet" letter.
4. A signed "Rules We Live Buy" acknowledgement letter.
5. A check payable to Ocean Riviera Association, Inc., to defray administrative costs in the amount of \$100.00.
6. Three business days prior to closing, the office is to be notified by Owner to ensure all requirements have been satisfied and interview with owner/resident have been scheduled.

**INTERVIEW REQUIREMENTS:** These have been implemented in order to help the Board of Directors in determining whether or not it will exercise its *Right of First Refusal*, the Admission Committee will interview all adults who will reside in the apartment. The Association's waiver of its *Right of First Refusal* must be recorded at the County Court House in the Comptroller's Office on the closing of the Sale.

**APPROVAL OF APPLICATIONS:** The Board of Directors will act on the application for Sale or Lease within 15 days of the filing on the completed forms in the office of the Manager.

**USE OF A REAL ESTATE BROKER:** If a real estate broker's services are used, it will be the responsibility of the Owner to furnish the broker with a key and/or access to the apartment for showing purposes. The Owner must register with the Manager's office that a key to his apartment is in the possession of the broker. The broker must present identification at the Security Desk before showing the apartment.

The Business Office/Security Staff will not be responsible for admitting a broker to an apartment or for loaning a key to a Broker. A Broker must use the correct procedures for selling or leasing. Copies of these procedures may be obtained from the Manager's Office.

**NEW DEED:** A copy of the new Condominium Deed must be furnished to the Manager's Office for the Association's records after it is recorded at the courthouse.

**GENERAL:** No prospective Owner or Lessee may occupy an apartment before approval has been given by the Admissions Committee. A person who will routinely occupy an apartment with a Lessee or Owner can be permitted as a "Resident Guest". This person must be listed on the "Application for Occupancy", interviewed and approved by the Admissions Committee. In the Lessee's absence, that person may occupy the apartment but may not have any additional overnight guests.

The purchaser of an apartment may not lease that apartment for a least one year after the date of purchase. The Ocean Riviera Association, Inc. is excluded from this restriction.

The number of persons permitted to occupy an apartment by lease or resale is defined under Occupancy Levels.

All prospective buyers and lessees are to be informed that the Riviera Condominium is not a hotel or motel, and should not expect any services from the building personnel. Some service may be provided, subject to available personnel, by making a request the Manager's Office. There is a charge for all such services. The Riviera does not have a staff for carrying packages, luggage etc. All new purchasers and lessees must be given a copy of the Riviera Condominium "Rules We Live By" to read and keep in the apartment. It shall be the responsibility of the Seller to provide the Purchaser the following documents:

1. Declaration of Condominium
2. Articles of Incorporation (Exhibit C of the Declaration of Condominiums)
3. By-Laws (Exhibit D of the Declaration of Condominium).

In the event that an Owner leases or sells without written notice to, and consent of, the Board of Directors, the Association through its Board of Directors, has the right to redeem said apartment as provided in the Declaration of Condominium, Article XXVI.



